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* A parent of the child, or his/her designee, must sign this form to verify the attendance of the child on the date indicated. A designee may not be a day care facility operator or employee.

INSTRUCTIONS FOR COMPLETION

This form is to be used daily to verify and document the attendance of children receiving Day Care Funding from the Children's Division.

This is a two-part self-carboning form. One copy per day should be used. Retain both copies of this form as an attendance record for a period of five years. If there is a question, by the county office, about a child's attendance, they will request the forms be submitted for a given month. When this occurs send in the original and maintain the second copy for your files.

Have a parent, parent-substitute, or his/her designee enter the child's name, the time of arrival, the time the child leaves the center, and then sign the forms for each child under their care. This will verify that the child was present and their length of stay at the center.

The CS-109 should not be displayed publicly unless all parents are required to sign-in on a daily basis.

The parent-substitute or designee who signs for the child may not be a day care facility operator or employee.